

Special Town Board Minutes of  
April 14, 2008

Chair Stebbeds called the Special Town Board meeting to order at 5:30 PM with all members present.

Motion by Hapka second by Cottingham to approve the agenda. Ayes 5. Noes 0. Motion carried.

Discussion with MSA professionals, Jim Bollman and Al Szymanski, regarding preliminary design phase for the public works garage project. Note: Documents attached are the minutes issued by MSA Professional Services.

Supervisor Garbowicz excused himself from the meeting at 6:30 PM

Motion by Hapka second by Cottingham to adjourn the meeting. Ayes 4. Noes 0. Motion carried.

Courtney Peterson  
Three Lakes Town Clerk



**PROFESSIONAL SERVICES**

TRANSPORTATION • MUNICIPAL  
DEVELOPMENT • ENVIRONMENTAL

**Preliminary Design Phase Meeting  
Monday, April 14, 2008 at 5:30 p.m.  
At the Three Lakes Town Hall**

**Project:** Three Lakes Public Works Garage  
**Owner:** Town of Three Lakes  
**Architect:** MSA Professional Services, Inc.  
**Present:** Town Board, Courtney Peterson, Tim Rutzen, Brian Slizewski, Jim Bollman, and Al Szymanski.

**Notice:** These minutes are issued to serve as a general overview of the items discussed at the subject meeting. Any discrepancies should be brought to the writer's attention.

**Minutes:**

- 1) MSA presented and reviewed the following preliminary design documents:
  - a) Outline Specification and Cost Estimate dated April 10, 2008.
  - b) Preliminary Drawings dated April 10, 2008.
- 2) A Meeting Agenda prepared by MSA was followed for the meeting.
- 3) Confirmation of Construction Work by the Town.
  - a) The Town shall provide and place topsoil, finish grade, seeding, mulch, and water at all grass areas.
  - b) The Town shall provide and install trees and shrubs.
  - c) The Town shall remove topsoil from the construction areas.
  - d) The Town shall provide, place, and compact to 95% modified proctor all the fill required to raise the grade on site. The Town wants MSA to run compaction tests on the fill to see that the specified compaction rate is being achieved.
  - e) Demolition of the existing Town Shop shall be done as part of the building construction contract. The existing building shall be removed down to but not including the concrete floor slab. The Town Board wants the concrete floor slab and foundation to remain.
    - 1) The Town Board requested that MSA perform the asbestos and lead inspection, sampling, and testing.
  - f) The Town shall provide, place, and compact the gravel for the yard.
  - g) The Town shall provide and install the building signage.
  - h) Tim and Brian decided that they did not want an epoxy coating for the garage and shop floor.

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- i) The Town shall provide the toilet room waste receptacle.
- j) The Town shall provide the Refrigerator and microwave.
- k) The Town shall provide the desks, tables, chairs, filing and storage cabinets, shelves, workbenches, air compressor, and all shop equipment.
- l) The Town shall provide and install the Rotary Lift.
- m) The Town shall provide and install the oil delivery system.
- n) The Town shall provide and install the Portable underbody flush.
- o) The Town shall provide and install the pressure washer.
- p) The Town shall provide and install the phone wire, phones, and phone system. They will have only one phone line coming into the building. There will be no computer cabling.
- q) The Town shall provide and install the compressed air lines and air compressor.
- 4) Environment Site Assessment: We had discussion as to whether is it necessary to check for contamination. Jim Bollmann will talk to Brain Hegge of MSA to obtain an opinion. MSA will report back to the Board.
- 5) Issues to resolve
  - a) Perimeter wall
    - i) 8 inch concrete with Stryo Tek panels: The Board decided not to use this wall system.
    - ii) Pent Star Block: I showed the Board a sample of this product. They chose to use this product at an additional construction cost of \$30,000. The exterior face will be a split face concrete block with integral color to be selected during construction.
  - b) Garage heat system type: in-floor heat, infrared, unit heaters, ceiling hung furnaces, or other? The current construction cost estimate includes either infrared, unit heaters, or ceiling hung furnaces. In-floor heat would add approximately \$50,000. The Board will discuss and make a selection at their meeting next week.
  - c) 3-hour firewall with a 12' x 13' max door or a sprinkler system?
    - i) Fire wall and Door: \$26,000. This cost is included in the current construction cost estimate.
    - ii) Sprinkler system: \$45,000. This would be an add of \$19,000 to the current construction cost estimate plus the cost of a water main of adequate size.
    - iii) The Board decided to stay with the firewall. The firewall shall be moved to the exterior wall that is between the Shop and exterior canopy area. 12,000 square feet is the maximum floor area allowed by code. In the future when an addition is constructed, a firewall will have to be added to separate the addition from the existing building.
  - d) Budget: What is the budget for building construction? The Board has to work this out.

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- e) Project Schedule? If the Board is ready to keep moving forward, drawings and specifications could be completed by the end of June, bid the project in July, and construction August to January. The Town is already on their second time extension by the State of Wisconsin for violations with the existing Shop.
- f) Building location considering future expansion: The Board said the location of the proposed building was acceptable.
- g) Emergency shower not required by code. Want it anyway? It adds \$4500. The Board decided not to have the emergency shower included in the project.
- 6) Alternate Bids
  - a) #1: Add gutters and downspouts: The Board decided they do not want gutters and downspouts.
  - b) #2: Add a 3-foot overhang on the eave ends (no gutters and downspouts): The Board decided they want a 2-foot overhang.
  - c) #3: In-floor heat in the Garage: The Town will discuss and decide on this issue next week Wednesday at their meeting.
  - d) #4: Liner panel full height on all walls and on the entire ceiling in the Garage: The Board wants to know how much this will add to the cost of the project.
- 7) Services required – Whom to provide?
  - a) Site boundary and topographic survey: MSA shall submit a fee quote to the Town. The Town will also get a fee quote from a local surveyor.
  - b) Color selections of interior and exterior finishes: By the Town.
  - c) Soil borings and geotechnical report: MSA shall coordinate the services of a consultant to perform the soil borings and geotechnical report. MSA will identify the location and how many borings are required. MSA will request a fee proposal from a consultant and have it sent to the Town.
  - d) Design of the water and sewer utility extensions to the building including permitting: By the Town.
  - e) Phone, computer, and cable TV cabling design: By the Town.
  - f) Sprinkler system design, if used in lieu of the firewall: Not required.
  - g) Paging, security, and sound system design: By the Town.
  - h) Emergency generator system design: Not required.
  - i) Asbestos and lead survey, sampling, and testing of the existing building to be demolished: MSA shall provide this service at a cost \$1500.
  - j) The Town Board will meet next week Wednesday to make decisions on the following services that can be provided by MSA.
    - i) Attending job progress meetings: Add \$200 for each visit if made in conjunction with a site visit, or \$750 for each if there is no scheduled site visit.
    - ii) Review of pay requests from the contractor: Add \$1500.
    - iii) Review of submittals and shop drawings for all materials: Add \$6000 to \$8000.
    - iv) Preparation of proposal requests and change orders during construction: Add \$1600 to \$2000.

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- v) Site visits during construction beyond those stated: Add \$550 per visit. We recommend adding a minimum of 7 more to the 5 visits already included in the scope.
- vi) Receive and review the Contractor's record drawings and guarantees: Add \$950.
- 8) Outline Specifications:
  - a) Roof Insulation:
    - i) The Board wants to know the additional cost to increase the roof insulation R-value.
    - ii) Foam in place insulation was discussed, but a layer of drywall is required by code to cover the insulation from the interior of the building.
  - b) The Board had no changes to the outline specifications.
- 9) Preliminary Drawings:
  - a) The Board wants to discuss the floor drain layout and floor slope in the Shop. They are not sure that this is the design they want.
- 10) The Board set up a meeting for next week Wednesday, April 23, 2008, to discuss the outstanding items. MSA does not need to be at this meeting. MSA will email the requested information.

Written By:

MSA Professional Services, Inc.

  
Allen J. Szymanski, AIA, P.E.  
Architect / Structural Engineer

AS:dp

cc: Courtney Peterson, Town of Three Lakes Clerk  
Jim Bollman, MSA  
Tim Rutzen, Town of Three Lakes  
Brian Slizewski, Town of Three Lakes